

OFFICE OF STAFF COMPTROLLER'S OFFICE PERSONNEL OFFICE		OFFICE CODE	REQUEST DATE <del>CONFIDENTIAL</del>	APPROVAL DATE JAN 22 1953	CONTROL NO. 434	Page of Pages	
DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	CODE (Machine Records)
<u>COMPTROLLER'S OFFICE</u> <u>FINANCE DIVISION</u> <u>ACCOUNTS BRANCH</u> <u>RECORDS AND REPORTS SECTION</u> <u>INSURANCE AND SERVICE UNIT</u>  Delete all positions			<u>PERSONNEL OFFICE</u> <u>EMPLOYEE SERVICES STAFF</u> (new organization unit)  Adm Officer (Chief GS-301 13 Q 218 Adm Assistant GS-301 9 Q 219 Cash Acct Asst GS-530 7 Q 220 Cash Acct Asst GS-530 7 Q 221 Cash Acct Clerk GS-530 5 Q 222 Clerk (Stenography) GS-301 5 Q 223 File Clerk (Typing) GS-305 4 Q 224 (Please on T/O after SPECIAL CONTRACTING AND ALLOW STAFF)  (Above grades are in accordance with Staff Study, approved 4 November 1952 by the Deputy Director (Administration)				
Ceiling and T/O decreases in Comptroller's Office; ceiling and T/O increases in Personnel Office per instructions Personnel Director's Office.							
NEW OFFICE TOTALS			APPROVAL				
Comptroller's Personnel Office Total Office Ceiling			The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is received.				
			Chief, Class. & Wage Div. TITLE				